KsCares Procedure: Child Care EBT Payments for RS Clients

10/9/09

1. **Receive Referral from RS Staff in your Region**
   From the RS case manager you should receive a form that has all of the information you will need for the KsCares case.

2. **Register Case on KsCares**
   Put the parent and <u>one</u> child on the case, even if payments are going to be made for more than one child. Regions may assign the case to a separate Caseload Number on KsCares that only has Rehab Services CC cases (ask Help Desk to create this new caseload number on KsCares), or assign it to the KsCares worker's normal Caseload Number.

3. **Open the child in Child Care on CHCI**
   Enter a code of "AE" (Rehab Services) for the CC Subtype. This is very important because this Subtype will automatically assign the Rehab Services PCA code of 27911 for all payments made for this case.

4. **Create a CC Plan for the Child on CHCP**
   The provider must be open on KsCares first. When creating the Plan on CHCP, leave the Hours for each month blank and also enter "Y" in the INQ field. This will ensure that no "RE" payments are created automatically from CHCP and sent to EBT. All payments for this Plan must be made on EXPC, using the Payment Type of "IN." You can create <u>one</u> Plan for the entire case with the monthly dollar amount authorized by RS, even if more than one child will be receiving CC services. If the case is using more than one provider, you only need to create a single Plan using one of the providers with the total monthly dollar amount authorized by RS for the family.

5. **Print Copies of CC Plan and Send to the RS Case Manager (Optional)**
   This will verify that the Plan has been created and will show its duration. After printing the Plan, write in the amount of payment every month in the DCF Payment field (it will be blank because no Hours or Rate will appear on CHCP).

6. **Create Payment(s) on EXPC**
   Using the IN Payment Type, enter the amount for each Payment Month that needs a payment. You can create one payment for the entire case, even if more than one child will be receiving CC services that month. Each monthly payment must be done separately on EXPC and then authorized on PAMA. However, it will be possible to create payments for multiple months on EXPC, one right after another, if desired. If done, payments for any future months will not be available to the parent in their EBT account until the first day of <u>that</u> month.

   Note: If a Child Care case using the AE subtype is closed prior to the end of the original period for which it was authorized, it will be necessary to go to PAMA and delete exception payments for any unpaid months. If not deleted, these payments will be paid to the customer's EBT account each month, even if the case is closed.

The RS case manager can use the EP-C100 (KsCares Caseload Listing) on SAR (SW04831-R01), generated weekly, to monitor the RS CC cases on KsCares.